

## **Self Service “My Biz (LN)”**

### **Module III, Chapter 1**

### **Before You Begin**

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#### **Introduction**

The Self Service Employee “My Biz (LN)” provides Local National (LN) employees the ability to access their DCPDS employment-related information. The following pages provide a brief overview of how to access My Biz (LN). Currently, employees will have separate accounts with a separate user IDs for each position held.

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#### **Contents**

<b>Topic</b>	<b>Page</b>
Logging in to My Biz (LN)	2
Changing the Default Password	2
Resetting My Biz (LN) Password	3
Logging out of My Biz (LN)	4

## Logging into My Biz

To access *My Biz* (LN) navigate to the link provided by your Human Resources Office (HRO). The following login screen displays. Enter the default User Name and Password provided by your servicing HRO.

Official U.S. Government System for Authorized Use Only  
 \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\*

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

**Privacy Act Statement**  
 Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

Username:   
 Password:   
  
[TIP: Forgot your password?](#)  
[Introducing My Biz and My Workplace](#)

Figure 1

## Changing the Default Password

After successfully entering the default user ID and password, the first time user will be directed to their Change Password. **NOTE:** If you are a current DCPDS user, use your current user ID and password to access the My Biz responsibility.

ORACLE®  
 E-Business Suite

**Change Password**

Change Password

\*Indicates Required Field

\*Current Password:   
 \*New Password:   
 \*Re-enter New Password:   
 \*Security Question: What is your favorite color   
 \*Answer:   
 Email (optional):

☒ **TIP** Passwords must: contain a minimum of nine characters; contain a mix of at least two lowercase letters, two uppercase letters, two numbers, and two special characters and be changed every 60 days.  
 Example of Valid Password: Elmpg23!sa

Figure 2

Enter the following data elements:

- Old Password – This is your default password
- New Password – Passwords are case sensitive and must contain at least 9-characters using a combination of both upper and lower case letters, and special characters, including at least one of each (e.g., GemPagd2!)
- Repeat New Password
- Security Questions – This question must be answered before continuing, it will be necessary to have completed a security question to reset a forgotten password. Select one of the available questions.

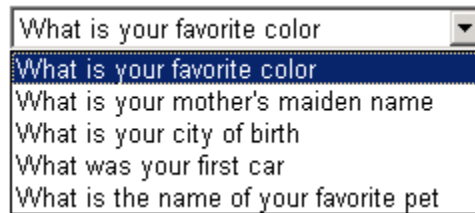



Figure 3

- Answer – The answer provided here will be used to complete user validation if password reset is ever required.
- Email Address – This field is available to current employees and will be used for the Self Service Appraisal process.
- To save click the  button.

## Resetting My Biz Password

If you forget your 'My Biz (LN)' password, *you must contact your systems administrator.*

## Navigating in My Biz (LN)

LN employees with My Biz responsibilities will be taken from the log-in screen to the employee information page as seen below. Only employees that are managers or supervisors will also have the My Workplace responsibility to select from the menu.

**Department of Defense** Home Logout Preferences

Employee Last Name, First Name

The following section displays the summary as of today's date.

Organization	374 CIVIL ENGINEER SO AFORYMORFC1Z01	Job Title	Pest Controlling (5026)
Position	52399 PEST CONTROL EQUIPMENT OPERATOR.568866.AFOR.LN	Grade	JB-05
Total Salary	248,600.00		

**Appointment** Position Personal Salary Awards And Bonuses Performance

The following section displays detailed historical information through today's date.

Effective Date	Assignment Number	Positions	Organization	Location Code	Grade	Job Title	Assignment Status
01-Jul-2005	376493	52399 PEST CONTROL EQUIPMENT OPERATOR.568866.AFOR.LN	374 CIVIL ENGINEER SO AFORYMORFC1Z01	JA9510000 - Yokota ABS, Japan	JB-05	Pest Controlling (5026)	Active Assignment

**Retained Grade Details**

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No data exists.							

**Appointment** Position Personal Salary Awards And Bonuses Performance

Figure 4

When navigating within My Biz (LN), employees must use appropriate icons, buttons and links to navigate through the screens. The 'Back' button must not be used while navigating within My Biz (LN).

## Logging Out of My Biz (LN)

To properly logout of Self Service, select the [Logout](#) link at the top or bottom of page.

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Username

Password

[TIP](#) [Forgot your password?](#)

[Introducing My Biz and My Workplace](#)

**Figure 5**

You are returned to the login screen. To ensure your personal information is protected, close the Internet browser after logout is complete.